



# Documentation



**Error**



✓	Complete all records at the <b>time</b> or as <b>soon as possible</b> after an event, <b>recording</b> whether the notes are written some time <b>after</b> the event.
✓	Identify any <b>risks</b> or <b>problems</b> that have arisen and the <b>steps taken</b> to deal with them, so that <b>colleagues</b> who use the records have all the <b>information</b> they need.
✓	Complete all records <b>accurately</b> and <b>without any falsification</b> , taking <b>immediate</b> and <b>appropriate action</b> if you become aware that someone has not kept to these <b>requirements</b> .
✓	Attribute any <b>entries</b> you make in any <b>paper or electronic</b> records to <b>yourself</b> , making sure they are <b>clearly written, dated and timed</b> , and <b>do not include unnecessary abbreviations, jargon or speculation</b> .
✓	Take all steps to make sure that all <b>records</b> are kept <b>securely</b> .
✓	<b>Collect, treat and store</b> all data and <b>research findings</b> <b>appropriately</b> .

(The NMC Code)



- ✗ Unnecessary abbreviations
- ✗ Jargon
- ✗ Speculation



- Right record/person
- Right place
- Right time (chronology)
- Right detail - actions and reasoning

**THINK!**



- What do you suspect?
- What are you doing?
- What have you done?
- What are you thinking?
- What is your plan?
- Do I need help?